

City of Brentwood
Planning and Codes Department
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MARCH 1, 2016

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◆ **Personal Identification Number (PIN) Request To Access The eTrakIt Online System - Application Form** ◆

This is a free service, but you must have a pending or issued permit with the City of Brentwood - Planning and Codes Department in order to obtain an eTrakIt PIN number. This application is required in order to receive a Personal Identification Number (PIN) to sign on and use the eTrakIt online inspection request and project monitoring system.

As part of this application you will provide a four-digit PIN, which will be used to access the system (**Please do not submit a number beginning with a "0" or "1"**). Your PIN is your personal identification number and will not be distributed.

- Priority will be given to all inspection requests received on-line through the eTrakIt system.
- All licenses, insurance coverage, and payment of fees shall be current in order to process this application.
- All information requested on this application is REQUIRED in order to fully process the account request. Information not provided will result in delay in establishing your account.

NOTE: Once you have received your PIN, you can request and check the status of inspection by utilizing this link to Login: <http://codes.brentwood-tn.org/Index.aspx>

- 1) Date: _____
- 2) Requested Four (4) PIN Number: _____ (**Cannot Begin with "0" or "1"**)
- 3) Last Name: _____ First Name: _____ M.I.: _____
Address: _____
City/State/Zip Code: _____
Phone: (____) _____
- 4) Tennessee State-Issued Contractor License Number: _____
- 5) Specify Type of License (i.e. GC, Plumb, Elec., etc.): _____
- 6) Company Name: _____
Address: _____
City/State/Zip Code: _____
Phone: (____) _____
- 7) E-mail Address: _____
- 8) Sign here: _____

For Office Use Only

Date Application Received: _____

Date Account Established: _____ Staff Initials: _____

Office Use Only: _____